

## "CODE OF ETHICS"

The New Jersey Victims of Crime Compensation Board (VCCB), **hereinafter referred to as "the Board"**, is an agency of the State Government, established within the Department of Law & Public Safety, for the purpose of assisting and compensating victims of crime. Chapter 182 of the Laws of 1971 (N.J.S.A. 52:13D-12, et seq.), known as the "New Jersey Conflicts of Interest Laws", contains the following legislative findings: "To insure propriety and preserve public confidence, persons serving in government should have the benefit of specific standards to guide their conduct and of some disciplinary mechanism to ensure the uniform maintenance of those standards amongst them." Therefore, to guide and govern the conduct of State officers and employees of the New Jersey VCCB, the following rules and regulations are hereby adopted by the New Jersey VCCB pursuant to Section 12 of the "New Jersey Conflicts of Interest Law." N.J.S.A. 52:13D-23.

### II. GENERAL PROVISIONS

The following provisions apply to the conduct of every individual employed in or engaged by the Board, in whatever capacity including Commissioners of the Board:

- A. No Board employee shall have any interest, financial or otherwise, direct, or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of [his] **their** duties in the public interest.
- B. No Board employee shall engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by a specific agency of State Government without promptly filing notice of such activity with the Executive Commission on Ethical Standards.
- C. No Board employee shall use or attempt to use [his] **their** official position to secure unwarranted privileges or advantages for [himself] **themselves** or others.
- D. No Board employee shall act in [his] **their** official capacity in any matter wherein [he has] **they have** a direct or indirect personal financial interest that might impair their objectivity or independence of judgment.
- E. No Board employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair [his] **their** objectivity and independence of judgment in the exercise of [his] their official duties.
- F. No Board employee shall accept any gift, favor, service or other thing of value under circumstances from which it might be inferred that such gift, service or other thing of value was given or offered for the purpose of influencing [him] **them** in the discharge of [his] **their** official duties.

- G. No Board employee shall knowingly act in any way that might reasonably create an impression or suspicion among the public having knowledge of [his] **their** acts that [he] **they** may be engaged in conduct violative of [his] **their** trust as an employee of the Board.
- H. Nothing in this Code is intended to circumscribe the rights of Board employees to have specific private interests in the decisions and policies of government, and other matters of a personal, financial or economic nature. It is the right of a Board employee to pursue such matters as a citizen, providing no conflict of interest arises which is of a substantial and material nature or which brings government into disrepute.

**Each Board employee shall annually disclose outside employment and/or business interests pursuant to any disclosure procedure established by the Chairman of the Board. Pursuant to N.J.A.C. 19.61-2.2, disclosures of secondary employment shall be forwarded to the State Executive Commission on Ethical Standards for review. All outside employment or business interests are subject to approval by the Chairman of the Board who may set reasonable conditions for continuing the same. Where a Board employee disagrees with the decision of the Chairman of the Board, there is a right of appeal directly to the State Executive Commission on Ethical Standards.**

- I. No Board employee shall attend any conference, convention or meeting relating to the duties and responsibilities of his employment at the expense of any organization or agency other than the VCCB. No Board employee shall be reimbursed by any organization or agency other than the State of New Jersey except as is specifically permitted by N.J.S.A. 52:13D-24.
- J. **Subject to the waiver authority of the State Executive Commission on Ethical Standards as noted in N.J.S.A. 52:13D-17.2, concurrent with present employment with the Board or post Board employment,** no Board employee, nor any member of the immediate family of a Board employee, nor any partnership or corporation with which any Board employee is associated shall hold directly or indirectly an interest in, or hold employment with, or represent, appear for, or negotiate on behalf or any holder of, or applicant for, a casino license, or any holding or intermediary company with respect thereto, in connection with any cause, application, or matter.
- K. **After leaving employment with the Board, an employee shall not represent, appear for, negotiate on behalf of or provide information or services not generally available to the public to anyone regarding any cause, proceeding, application or other matter with respect to which the employee shall have made any investigation, rendered any ruling, given any opinion, or been otherwise substantially and directly involved at any time during the course of his or her employment. This**

**prohibition also applies to professional corporations and to partnerships, firms or corporations in which the former employee has an interest and to all partners, officers or employees of such partnerships, firms or corporations. Questions concerning possible post employment conflicts should be addressed to the Chairman of the Board prior to termination of employment.**

III. THE NEW JERSEY CONFLICTS OF INTEREST LAW

Every Board employee, in [his] **their** capacity as a State officer or employee, is subject to the applicable provision of the New Jersey Conflicts of Interest Law and nothing in this Code shall be construed to supersede or abrogate that statute.

IV. COMMISSIONER OF THE VCCB

Each Commissioner shall devote [his/her] **their full** time to [her/his] **their** duties on the Board and shall not engage in any other profession, trade, occupation or employment during the normal business hours of the state offices or which is in conflict with [his/her] **their** duties and obligations as a Commissioner of the Board.

V. NOTICE OF PROVISIONS

After the effective date of this Code, no person or entity shall be employed or engaged by VCCB without first being furnished a copy of this Code and the New Jersey Conflicts of Interest Law, which furnishing shall constitute notice of the provisions thereof.

VI. CONSTRUCTION

In the event that any Board employee is in doubt as to the applicability of the provisions of this Code to any particular situation in which such employee is nor may become involved, [he] **they** shall fully disclose this fact and its circumstances to the Chairman of the VCCB.

VII. VIOLATIONS

Board employees who violate the provisions of this Code shall be subject to removal, suspension, demotion or other disciplinary action deemed appropriate by the Chairman upon the recommendation of the employee's supervisor after opportunity for an adequate hearing has been afforded. Upon referral by the Chairman, such Board employee may be subject to investigation by the Executive Commission on Ethical Standards and the penalties provided in N.J.S.A. 52:13D-21 (P.L. 1971, c. 182, S 10 (I)).

VIII. EFFECTIVE DATE

This Code shall become effective upon approval by the Executive Commission on Ethical Standards.